

EAI Investigator

Job Code	Job Title	Pay Grade
8101L1	EAI Investigator	24
8102L1	EAI Supervisor	26

CONCEPT:

This is corrections investigation work conducting a variety of internal investigations in correctional facilities or other Department of Corrections offices.

TASKS:

- Enforces all laws, rules and regulations of the Secretary of Corrections, department policies and unit orders pertaining to operation of the department.
- Handles specialized posts or units that have proven to be extremely critical to the safety and security of the inmates or staff of an institution.
- Performs as a member of a specialized investigation/intelligence team responsible for investigating incidents involving inmates, institutional personnel or other individuals on the premises; determines investigative procedures; obtains evidence by observation and interview; analyzes information and prepares summary reports.
- Incumbents conducts comprehensive investigations utilizing information gathering and evidence collection to provide assistance in administrative decision making pertaining to violation of facility or departmental rules, regulations, policies, or violations of law on the part of prisoners, staff, or visitors.
- Interviews and/or interrogates witnesses, suspects, victims, and others, both cooperative and hostile, to obtain information relevant to the investigation.
- Searches for evidence in a systematic manner and determines the existence of a criminal or administrative violation using investigative methods and techniques.
- Presents evidence and investigative findings during disciplinary hearings, unemployment hearings, and court examinations and trials for employee misconduct and violations of law.
- May examine crime scenes to gather physical evidence and other information relevant to the investigation.
- Directs or is a member of a specialized investigation/intelligence team responsible for investigating incidents involving inmates, institutional personnel or other individuals on the premises; determines investigative procedures; obtains evidence by observation and interview; analyzes information and prepares summary reports.

LEVELS OF WORK

- Class Group consists of two classes.

EAI Investigator: Incumbents conducts comprehensive investigations utilizing information gathering and evidence collection to provide assistance in administrative decision making pertaining to violation of facility or departmental rules, regulations, policies, or violations of law on the part of prisoners, staff, or visitors. Incumbents in this class are certified Corrections Officers and exercise delegated statutory powers.

Minimum Requirements: Must meet all minimum qualifications and necessary special requirements for CO I A; be at least 21 years of age at time of appointment; have two years of relevant experience in the field of corrections or in the detention of convicted offenders; and have successfully completed the Corrections Officer Training Program (COTP). At the discretion of the agency, relevant college coursework or completion of corrections officer training in another jurisdiction may be substituted for some or all of the required COTP.

EAI Investigator Supervisor: The incumbent assigns, supervises, and/or assists in criminal, personnel, and internal investigations and keeps current records and statistics of these investigations. Implements orders, directives, policies and procedures, and assigns, organizes, directs, controls, plans, supervises, evaluates and advises the incumbents of [facility staff].

Minimum Requirements: Must meet all minimum qualifications and necessary special requirements for CO I A; be at least 21 years of age at time of appointment; have three years of relevant experience in the field of corrections or in the detention of convicted offenders including one year of supervisory experience; and have successfully completed the Corrections Officer Training Program (COTP). At the discretion of the agency, college coursework in criminal justice, the behavioral sciences, or the social sciences or completion of corrections officer training in another jurisdiction may be substituted for some or all of the required COTP and for some or all of the required non-supervisory experience.

NC: 6/16
REV: 7/16
REV: 8/17